

2-28-1980

Board of Trustees Minutes, February 28, 1980

Eastern Washington University

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Agenda

Board of Trustees Eastern Washington University

February 28, 1980
9 a.m., Pence Union Building Council Chambers

I. Presidents' Reports

- A. Dr. H. George Frederickson, President, EWU
- B. Mr. Willard "Buzz" Hatch, President, Alumni Association
- C. Dr. Glen Fuglsby, President, Faculty Organization
- D. Mr. Mike Leahy, President, Associated Students

II. Consent Items

- A. Approval of the Minutes of the January Board of Trustees Meeting (Attachment II. A.)

III. Policy Issues

A. Building & Planning

- 1. Contract Award for Boiler Economizer (Attachment III. A. 1.)

B. Business & Financial

- 1. Special Course Fees (Attachment III. B. 1.)
- 2. Contract with EWU Foundation (Attachment III. B. 2.)
- 3. Contract with Charles & Evelyn Olson Charitable Trust (Attachment III. B. 3.)

C. Policies & Procedures

- 1. Telecommunications Consortium (Attachment III. C. 1.)
- 2. "Red" Reese Court Naming (Attachment III. C. 2.)
- 3. Institute of Technology (Attachment III. C. 3.)

IV. Information Items

A. Building & Planning

1. Monthly Manpower Report (Attachment IV. A. 1.)
2. Award of Contracts Below \$17,500 (Attachment IV. A. 2.)
3. Spokane Home Town Plan

B. Business & Financial

1. 1978-79 Financial Report
2. Staffing Record (Attachment IV. B. 2.)
3. Management Reporting System (Attachment IV. B. 3.)

V. Executive Session

An executive session will be called for the purpose of discussing personnel matters.

VI. Personnel Actions

(Attachment VI.)

The next regular meeting of the Board of Trustees will be held on Thursday, March 20, 1980, at 9 a.m. in the Pence Union Building Council Chambers.

EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes

February 28, 1980

The Board of Trustees of Eastern Washington University held a regular meeting on Thursday, February 28, 1980, at 9 a.m. in the Pence Union Building Council Chambers.

BOARD OF TRUSTEES PRESENT

Mr. Andrew P. Kelly, Chairman
Mr. Bruce McPhaden, Vice Chairman
Mrs. James Chase
Mr. Fred Enlow

STAFF PRESENT

Dr. H. George Frederickson, President
Mr. Fred Johns, Vice President for Business and Finance
Dr. Gordon Martinen, Vice President for Extended Programs
Dr. Katherine Sherman, Provost for Academic Affairs
Dr. Daryl Hagie, Provost for Student Services
Mr. Russ Hartman, Director, Planning and Budgeting Services
Mr. Kenneth Dolan, Secretary, Board of Trustess
Mr. John Lamp, Senior Assistant Attorney General
Dr. Glen Fuglsby, President, Faculty Organization
Dr. Duane Thompson, Vice Provost for Graduate & Undergraduate Studies
Dr. C. T. Wright, Assistant Provost for Curriculum
Mr. Phil Briggs, Director, Communications Services
Mr. Don Manson, Institutional Research Analyst
Mr. Al Whiteside, Budget Officer
Mr. Bill Shaw, Controller
Mr. Bill Barr, Chairman, Business Affairs Council
Mr. Bob Graham, Director, Physical Plant

MEDIA PRESENT

Mr. Hugh Davis, Spokane Daily Chronicle

STUDENTS PRESENT

Mr. Mike Leahy, President, Associated Students
Mr. Skip Cavanaugh, Vice President, Associated Students
Mr. Curt Jantz, Speaker, Associated Students Legislature

BUSINESS MEETING

Chairman Kelly called the business meeting to order at 9:17 a.m.

PRESIDENTS' REPORTS

Reports were presented to the Board of Trustees by EWU President, H. George Frederickson; Dr. Glen Fuglsby, President of Faculty Organization; Mr. Jerry Shackette on behalf of Buzz Hatch, President of the Alumni Association; and Mr. Mike Leahy, President of the Associated Students.

MINUTES OF THE JANUARY BOARD OF TRUSTEES MEETING, Agenda Item II. A.

Motion #02-01-80: "I move that the minutes of the January Board of Trustees meeting be approved as submitted."

Motion by Enlow, seconded by Chase, approved unanimously.

CONTRACT AWARD FOR BOILER ECONOMIZER, Agenda Item III. A. 1.

Motion #02-02-80: "I move that the contract for the boiler economizer be awarded to Warren, Little and Lund in the amount of \$262,197 based on affirmative action compliance."

Motion by Enlow, seconded by McPhaden, approved unanimously.

SPECIAL COURSE FEES, Agenda Item III. B. 1.

Motion #02-03-80: "I move that the special course fees be approved. The actual course fees for the Annual Institute of French Language will be subject to air fare and currency exchange fluctuation."

Motion by Enlow, seconded by Chase, approved unanimously.

CONTRACT WITH EWU FOUNDATION, Agenda Item III. B. 2.

Motion #02-04-80: "I move that the contract with the EWU Foundation be approved."

Motion by Enlow, seconded by McPhaden, approved unanimously.

CONTRACT WITH CHARLES & EVELYN OLSON CHARITABLE TRUST, Agenda Item III. B. 3.

Motion #02-05-80: "I move that the contract with the Charles and Evelyn Olson Charitable Trust be approved."

Motion by Enlow, seconded by Chase, approved unanimously.

TELECOMMUNICATIONS CONSORTIUM, Agenda Item III. C. 1.

Motion #02-06-80: "The Board of Trustees endorses the concept of the telecommunications consortium with Spokane School District 81, Washington Community College District 17 and Eastern Washington University. Further, the Board authorizes and encourages the University administration to continue to explore with the other members of the proposed consortium the most appropriate and cost effective way to provide public telecommunications for the citizens of the Inland Empire. Further, financial and other considerations will require action by the Board of Trustees."

Motion by Enlow, seconded by Chase, approved unanimously.

"RED" REESE COURT NAMING, Agenda Item III. C. 2.

Motion #02-07-80: "I move that the basketball portion of the Special Events Pavilion be named the W. B. "Red" Reese Court."

Motion by Chase, seconded by Enlow, approved unanimously.

INSTITUTE FOR TECHNOLOGICAL STUDIES, Agenda Item III. C. 3.

Motion #02-08-80: "I move that the proposed Institute for Technological Studies be approved."

Motion by Chase, seconded by Enlow, approved unanimously.

INFORMATION ITEMS, Agenda Item IV. A. and B.

No action was required by the Board of Trustees on the information items.

EXECUTIVE SESSION

Chairman Kelly called an executive session at 11:35 a.m. for the purpose of discussing personnel matters. He called the meeting back into regular session at 12:45 p.m.

PERSONNEL ACTIONS, Agenda Item VI.

Motion #02-09-80: "I move that the personnel actions be approved."

Motion by McPhaden, seconded by Enlow, approved unanimously.

NEXT MEETING DATE

The next regular meeting of the Board of Trustees will be held on Thursday, March 20, 1980, at 9 a.m. in the Pence Union Building Council Chambers.

ADJOURNMENT

Chairman Kelly adjourned the meeting at 12:50 p.m.

Andrew P. Kelly, Chairman
Board of Trustees

Kenneth R. Dolan, Secretary
Board of Trustees

Memo



To: Fred S. Johns
From: Robert L. Graham *RLG*
Date: February 21, 1980
Subject: Economizer for Boiler #3

Attached is the bid result and manpower report for the capital project
for Board of Trustees review.

RLG:dic

Attachments

PROJECT

INSTALLATION OF ECONOMIZER & BOILER
FORCED DRAFT FAN FOR BOILER NO. 3
ROZELL PLANT - EASTERN WASHINGTON
UNIVERSITY. CHENEY, WASHINGTON

PROJECT NO. 75-723

BID

DATE: FEB. 14, 1980

Time: 3:00 P.M.

Place: 214 Showalter Hall
EASTERN WASHINGTON UNI.

Cheney, Washington

Warren, Little & Lund.	BOND ENCLOSED	MANPOWER ENCLOSED	262,197 ⁰⁰	ADD #1 RECD 240 DAYS
Dawson Bros. Mechanical	BOND ENCLOSED	MANPOWER ENCLOSED	229,792. ⁰⁰	ADD #1 RECD 240 DAYS
CONSULTANT ESTIMATE			250,000 ⁰⁰	

BIDDER'S TOTAL MANPOWER REPORT

FIRM WARREN, LITTLE & LUND, INC.

PROJECT Contract 75-723A

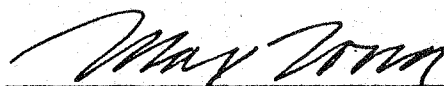
REPORTING DATE USED 2/12/80

EEOC JOB CLASSIFICATION	TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS				
	MEN	WOMEN	NEGRO	ORIEN.	AMER. IND.	SPAN	OTHER
1) Officials & Managers	4						
2) Professionals	9						
3) Technicians	1						
4) Sales							
5) Office & Clerical	2	8					
6) Craftsmen (skilled	83		1	1	1	2	
7) Operatives (semi-skilled)	3		1				
8) Laborers (unskilled)	8						
9) Service Workers	1	1					
10) Apprentices	8			1			
TOTAL	119	9	2	2	1	2	

6%
OF TOTAL

Signed contractor agreement to participate in Spokane Area Hometown Plan. Check one:

Yes ☒ No ☐



Signature of Reporting Official

Max Tonn, E.V.P.

Title of Reporting Official

Instructions: A completed Bidder's Total Manpower Report shall be submitted as a part of the Contractor's bid package. The Contractor shall report his total employment for a designated day during a period that does not exceed two(2) calendar weeks prior to the formal published date for receipt of bids by the Owner. The date of the designated day used by the Contractor in reporting his total employment shall be reported on the line headed "Reporting Date Used".

BIDDER'S YEARLY EMPLOYMENT REPORT

WARREN, LITTLE & LUND, INC.

DATE SUBMITTED 2/14/80

RE OF REPORTING OFFICIAL

May 1980

TITLE

E.V.P.

PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (Includes Minority Workers)		MINORITY WORKERS (Include in Total Workers)				
MONTH	YEAR	MEN	WOMEN	NEGRO	ORIEN.	AMER. IND.	SPAN	OTHER Minorit
January	1980	123	10	3	2	1	1	
December	1979	123	10	2	2	1	2	
November	1979	135	10	2	2	1	2	
October	1979	138	10	4	2	2	3	
September	1979	142	10	3	3	2	3	
August	1979	144	9	3	3		1	
July	1979	124	9	2	3		1	
June	1979	110	2	2	1	1		
May	1979	115	10	2	2	2	1	
April	1979	117	11	2	3	2	1	
March	1979	122	12	2	3	2	1	
February	1979	122	12	2	3	2	1	
Month	Year							

Instructions: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall include each individual who was on the Contractor's payroll during the month.

RM Dawson Bros. Mech. Contrs., Inc. PROJECT _____

REPORTING DATE USED Febraury 13, 1980

JOB CLASSIFICATION	TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS <i>0% of TOTAL</i>				
	MEN	WOMEN	NEGRO	ORIEN.	AMER. IND.	SPAN	OTHER
Officials & Managers	2		0	0	0	0	0
Professionals	2		0	0	0	0	0
Technicians							
Sales							
Office & Clerical		2	0	0	0	0	0
Craftsmen (skilled)	16		0	0	0	0	0
Operatives (semi-skilled)							
Laborers (unskilled)	1		0	0	0	0	0
Service Workers							
Apprentices	5		0	0	0	0	0
TOTAL	26	2	0	0	0	0	0

signed contractor agreement to participate in Spokane Area Hometown Plan. Check one:
Yes X No _____

Robert J. Dawson
Signature of Reporting Official

Pres -
Title of Reporting Official

Instructions: A completed Bidder's Total Manpower Report shall be submitted as a part of the Contractor's bid package. The Contractor shall report his total employment for a designated day during a period that does not exceed two(2) calendar weeks prior to the formal published date for receipt of bids by the Owner. The day of the designated day used by the Contractor in reporting his total employment shall be reported on the line headed "Reporting Date Used".

BIDDER'S YEARLY EMPLOYMENT REPORT

Dawson Bros. Mech. Contrs., Inc. DATE SUBMITTED February 14, 1980

E. OF REPORTING OFFICIAL

TITLE

PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (Includes Minority Workers)		MINORITY WORKERS (Include in Total Workers)				
MONTH	YEAR	MEN	WOMEN	NEGRO	ORIEN.	AMER. IND.	SPAN	OTHER Minority
Jan.	80	26	2	0	0	0	0	0
Dec.	79	30	2	0	0	0	0	0
Nov.	79	27	2	0	0	0	0	0
Oct.	79	27	2	0	0	0	0	0
Sept.	79	28	3	0	0	0	0	0
Aug.	79	31	3	0	0	0	0	0
July	79	31	3	0	0	0	0	0
June	79	29	3	0	0	0	0	0
May	79	25	3	0	0	0	0	0
April	79	25	3	0	0	0	0	0
March	79	21	3	0	0	0	0	0
February	79	18	3	0	0	0	0	0
1st Month	& Year							

Instructions: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall include each individual who was on the Contractor's payroll during the month.

Memo



To: Dr. H. George Frederickson, President

From: Fred S. Johns, Vice President for Business and Finance

Date: February 15, 1980

Subject: Special Course Fees for Board Approval

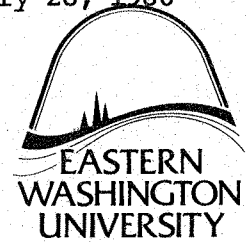
The following course fees are submitted for Board approval at the February meeting.

1. Art 304 (Photography) - increase fee from \$25 to \$37 to cover increased costs of photographic materials. Course offered Fall, Winter and Spring Quarters.
2. Art 404 (Photography) - increase fee from \$25 to \$37 to cover increased costs of photographic materials. Course offered Fall and Spring Quarters.
3. Education 497/597 (23) - Teacher Effectiveness Training - increase fee from \$25 to \$54 to cover the cost of obtaining the rights and materials to teach the course. Course offered Spring and Summer Quarters.
4. Language Department - a fee of \$1404 to cover the cost of transportation, food and participation fees in the Eighth Annual Institute of French Language to be held in Nice, France (June 23 - July 21, 1980).
5. Social Work 530 - Community Context of Practice - a special course fee of \$25 per student to help defray the cost of community field trips to study individual community structures regarding social needs. Offered Fall Quarter only.

FSJ:bwv

CC: K. Sherman

Memo



To: H. G. Frederickson, President

From: Fred S. Johns, Vice President for Business and Finance 2/

Date: February 20, 1980

Subject: Contract with Eastern Washington University

Attached is a proposed agreement with the Eastern Washington University Foundation.

Under this agreement, the Foundation agrees to provide support for the benefit of the University. This is in furtherance of the corporate purposes of the Foundation. In return, the University agrees to provide staff support, office space and equipment, supplies, communication services, etc.

This agreement establishes an "arm's length" relationship between the University and the Foundation as recommended by the Attorney General and the State Auditor. It is patterned after similar agreements at Western Washington University and The Evergreen State College.

I recommend that this agreement be approved by the Board of Trustess.

FSJ:bwv

Attachment

AGREEMENT

This Agreement entered into by and between the EASTERN WASHINGTON UNIVERSITY, hereinafter referred to as "University," and EASTERN WASHINGTON UNIVERSITY FOUNDATION, a nonprofit corporation, hereinafter referred to as "Foundation."

WITNESSETH:

WHEREAS, Eastern Washington University, pursuant to RCW 28B.35.120, subsection (10), may receive such gifts, grants, conveyances, devises and bequests of real and personal property from whatsoever source, as may be made from time to time in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the University programs; and

WHEREAS, the University has from its express power to receive such gifts, grants, conveyances, devises and bequests of real and personal property from whatsoever sources, the implied power to solicit same; and

WHEREAS, pursuant to RCW 28B.35.120, subsection (9), the University has the authority to enter into such contracts as the trustees deem essential to University purposes; and

WHEREAS, the Articles of Incorporation of the Foundation set forth in Article III state the purposes of the Foundation to be as follows:

This Foundation is organized exclusively for charitable, scientific research and educational purposes including the making of distributions to organizations that qualify as exempt organizations under Section 501 (C) (3). In furthering the purposes herein set forth, this Foundation is organized and operated to receive, hold, invest and administer property, whether real or personal, and to make expenditures to or for the benefit of Eastern Washington University.

The parties agree as follows:

I.

A. The Foundation, its board of trustees, officers and members agree to:

(1) Design and implement such programs and procedures broadly among Eastern Washington University constituents as to persuade continuous and special philanthropic support and benefactions to further the purposes of the corporation for the benefit of the entire University.

(2) Establish rules, regulations and procedures for the necessary management of all affairs of the corporation in consonance with the laws and regulations described in Section 501 (C) of the Internal Revenue Code of 1954, or acts amendatory thereof or supplementary thereto.

(3) To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, wherever situated.

(4) To sell, convey, mortgage, pledge, lease, exchange, transfer and otherwise dispose of all or any part of its property and assets.

(5) To purchase, take, receive, subscribe for, or otherwise acquire, own, hold vote, use, employ, sell, mortgage, land, pledge, or otherwise dispose of, and otherwise use and deal in and with, shares or other interests in, or obligations of, other domestic or foreign corporations, whether for profit or not for profit, associations, partnerships or individuals, or direct or indirect obligations of the United States, or of any other government, state, territory, governmental district or municipality or of any instrumentality thereof.

(6) To make contracts and incur liabilities, borrow money at such rates of interest as the corporation may determine, issue its notes, bonds, and other obligations, and secure any of its obligations by mortgage or pledge of all or any of its property, franchises and income.

(7) To lend money for its corporate purposes, invest and reinvest its funds, and take and hold real and personal property as security for the payment of funds so loaned or invested.

(8) To conduct its affairs, carry on its operations, and have offices and exercise the powers granted by the Articles of Incorporation in any state, territory, district, or possession of the United States, or in any foreign country.

(9) Engage in and disburse any part of or all of its funds, both income and principal, for any and all lawful purposes permitted by the laws and regulations governing tax-exempt charitable corporations at that time, and which may be necessary or incidental to the furtherance of the purposes of this foundation.

(10) Use reasonable portions of its funds and income, as determined by the Foundation, therefrom to pay the administrative expenses of the operation of the Foundation.

B. The Foundation agrees to tender to the University at the middle and end of each Foundation fiscal year, restricted use donations it may receive and be responsible and account for all donations. After restricted funds are tendered to and received by the University, the University shall be solely responsible for the management of the funds.

C. The Foundation agrees not to change its stated purposes of existence as set forth in Article III of the Articles of Incorporation during the lifetime of the Agreement.

II.

The University agrees to provide the Foundation office space including rooms, desks, chairs, typewriters, file cabinets, and other associated equipment, and to provide the Foundation with warehouse space for temporary storage of donated materials and equipment. The fair rental market value as determined through agreement between the Foundation and the University for the use of such space and equipment shall be deemed to be a partial payment by the University for the Foundation's services as described in Article I.

III.

The University agrees to provide the Foundation with consumable office supplies, telephone services, data processing, postage, the use of audiovisual equipment and services, and duplicating, printing, publication and related similar services as partial payment for the Foundation's services to the University as described in Article I. Departmental charges for these goods, materials and services shall be made against the Foundation's university budget.

IV.

The University agrees to provide professional staff services to the Foundation in the form of a qualified person to function as Foundation Director of the Foundation, a person to function as Treasurer of the Foundation, and a person to function as Administrative Assistant to the Director. Other included personnel services are accounting, cashiering, records maintenance and reporting, and clerical functions for Foundation activities.

The services provided to the Foundation by the University pursuant to this section shall be services rendered by staff employees of the University. Such services by the University, when taken in combination with the items described in Articles II and III, shall constitute payment in full by the University for the Foundation's services as described in Article I.

V.

Foundation and University mutually agree that at all times and for all purposes of this Agreement that the Foundation in the performance of this Agreement, shall act in an independent capacity and not as an agent or representative of the University. Except when functioning within the usual role of ex-officio member of the Foundation Board of Trustees, no University employee or representative shall act in an independent capacity and not as an agent or representative of the Foundation.

VI.

It is mutually understood and agreed that alteration or variation of the terms of this Agreement shall be valid when made in writing and signed by the parties hereto, and that oral understandings or agreements not incorporated herein, may be made in response to particular needs encountered by the Foundation, provided that those oral understandings or agreements comply with the intent of the written Articles of Agreement contained in this document. Oral understandings and agreements shall be written out in memo form as they are implemented.

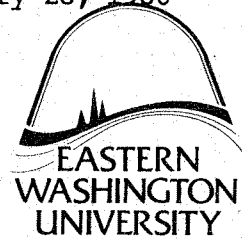
VII.

Foundation and University shall be responsible separately for their own acts and responsible to each other for any negligent acts which cause damage to the other.

VIII.

This Agreement may be terminated by either party effective at the end of any State of Washington fiscal year upon written notice to the other party at least (90) days in advance thereof.

Memo



To: H. G. Frederickson, President
From: Fred S. Johns, Vice President for Business and Finance
Date: February 20, 1980
Subject: Contract with Charles and Evelyn Olson Charitable Trust

Attached is a proposed agreement between the University and the trustees of the Charles and Evelyn Olson Charitable Trust. The current trustees, appointed by the Board of Trustees of the University, are Merle Haffner, Duane Brandenburg, and myself.

Under the terms of the agreement, the Olson trustees agree to administer the assets of the trust and to convey its net proceeds to the University at the end of the trust period, June 30, 1997. The amount of that conveyance is now conservatively estimated at \$250,000.

In return for this benefit, the University agrees to provide staff support, office space and equipment, supplies, communication services, etc. The staff time involved is minimal amounting to a fraction of 1% of my time throughout the year and between 1% and 2% of the time of the fiscal analyst, Jim Rogers.

This agreement establishes an "arm's length" relationship between the University and the Trust as recommended by the Attorney General and the State Auditor.

I recommend approval of the agreement by the Board of Trustees.

FSJ:bwv

Attachment

AGREEMENT

This Agreement entered into by and between Eastern Washington University, hereinafter referred to as "University," and the Charles and Evelyn Olson Charitable Trust, hereinafter referred to as the "Trust."

Whereas Eastern Washington University, pursuant to RCW 28B.35.120, Subsection (10), may receive such gifts, grants, conveyances, devises and bequests of real and personal property from whatsoever source, as may be made from time to time in trust or otherwise, whenever terms and conditions thereof will aid in carrying out the University programs; and

Whereas the University has from its express power to receive such gifts, grants, conveyances, devices and bequests of real and personal property from whatsoever source, the implied power to solicit same; and

Whereas, pursuant to RCW 28B.135.120, subsection (9) the University has the authority to enter into such contracts as the Trustees deem essential to University purposes.

Whereas the TRUST DOCUMENT entered into July 1, 1977, conveys the following terms under Article III:

The Trust shall commence on July 1, 1977, and shall be for a term of twenty (20) years to June 30, 1997. The taxable year for this trust shall be from July 1 to June 30 of each year. Upon termination of this trust, the Trustees shall distribute all of the existing trust assets, free of trust, other than any amounts due to the Annuitants or their survivors, to EASTERN WASHINGTON UNIVERSITY. If EASTERN WASHINGTON UNIVERSITY is not an organization described in Section 170 (c), Section 2055 (a) and Section 2522 (a) of the Internal Revenue Code of 1954 at the time when any principal or income of the trust is to be distributed to it, the Trustees shall distribute such principal or income to one or more organizations then so described as EASTERN WASHINGTON UNIVERSITY shall select in its sole discretion.

Whereas the Disposition Provisions under Article IV require the following:

The Trustees shall pay to O. CHARLES OLSON and MARY EVELYN OLSON and to the survivors thereof, from the charitable remainder trust in eighty (80) quarter annual annuity amounts.

The parties agree as follows:

I.

The Trustees agree to convey the net proceeds of Olson Trust Fund to Eastern Washington University at the conclusion of the period described above.

II.

The University agrees to provide support services in the form of accounting records maintenance, secretarial assistance, treasury functions and report requirements. Included with the above services are office supplies, telephone costs, postage, printing and office space costs, all as partial payment by the University for the proceeds of the Olson Trust Fund described in Part I above.

III.

Costs applicable to the above services will be accumulated annually to support a billing to the Olson Trust Fund. Within the same fiscal year, the Olson Trust Fund will present a billing to the University for a like amount for its services to the institution. The billings will offset representing the University's cost in support of Olson Trust Fund activities and the Olson Trust Fund Support to the University in the furtherance of its stated purposes.

IV.

The Trust and University mutually agree that at all times and for all purposes of this Agreement that the Trust in performance of this Agreement, shall act in an independent capacity and not as an agent or representative of the University.

V.

This Agreement is not assignable by the Trust either in whole or part. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

VI.

The Trust and University shall be responsible for their own acts and responsible to each other for any negligent acts which cause damage to the other.

VII.

This Agreement will be terminated on June 30, 1997, which is the end of the life of the Trust at which time the Trustees shall distribute all of the existing trust assets, free of trust, other than any amounts due to the Annuitants or their survivors, to Eastern Washington University.

VI.

This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington.

In witness whereof, this Agreement has been executed by and on behalf of the parties hereto on this _____ day of _____, 1980.

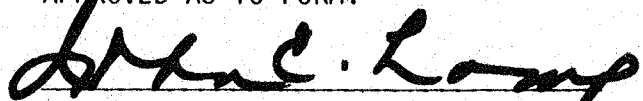
CHARLES AND EVELYN OLSON
CHARITABLE TRUST

EASTERN WASHINGTON UNIVERSITY

By _____

By _____

APPROVED AS TO FORM:



Senior Assistant Attorney General

RESOLUTION

Board of Trustees
Eastern Washington University

WHEREAS there is a major need within the Greater Spokane area to provide public educational telecommunication systems in the most efficient and expedient manner;

WHEREAS Washington State Community College District 17, Eastern Washington University, and Spokane City School District 81 have expressed a desire to enter into a cooperative arrangement to provide the best possible educational telecommunication services to the Greater Spokane area;

WHEREAS the three aforementioned parties have taken preliminary steps to determine the best possible vehicle to provide public educational telecommunication services;

WHEREAS all three parties above-mentioned have taken preliminary steps to develop a public education telecommunication consortium and desire to continue further in their efforts to finalize such agreement;

WHEREAS the development of said public education telecommunication consortium is in the best interest of Eastern Washington University; now, therefore,

BE IT HEREBY RESOLVED by the Board of Trustees of Eastern Washington University that it endorse the efforts of all parties concerned to develop and implement a three-way public education telecommunication consortium including Eastern Washington University, Spokane School District 81, and Washington State Community College District 17.

DONE IN THIS OPEN MEETING of the Eastern Washington University Board of Trustees this 28th day of February 1980.

Andrew P. Kelly
Chairman

SUBJECT: Three-way Telecommunications Consortium -- Eastern Washington University,
Spokane School District 81, Washington Community College District 17

Prepared by Walt Schaar

The promise of public television and what it can mean to the American public has been debated, pro and con, since its inception in 1954 in Houston, Texas. In more recent years, however, and certainly since 1967 when the Corporation for Public Broadcasting was formed, the debate has changed and the visibility and utilization of television for non-commercial purposes has increased, and has turned from the question of whether it should or should not be, to how good and useful can we make it.

The Congress of the United States appropriated three million dollars in 1967 to start the Corporation for Public Broadcasting and to give support to the public television system then in existence. Congress has authorized 200 million dollars for 1981. Obviously, the increase has been gained by the visibility of public television, and the American public voicing their willingness to their congressmen to have that dramatic increase. On the other hand, Congress had the wisdom to base federal assistance to public radio and television stations on the non-federal support those stations and their licensing institutions could generate.

KSPS-TV BEGINNING

By sheer coincidence, KSPS-TV went on the air in 1967 within a few days of the time the Corporation for Public Broadcasting was established by Congress. Committees involving all educational and public service oriented groups in the community of Spokane, along with commercial broadcasters, had worked since 1963 to bring this about. At the very beginning the promise of public broadcasting in the Spokane area by Channel 7 was to be of benefit not only to the community of Spokane, but to the entire area of Eastern Washington--or as far as the television signal could radiate. It was decided at that time that the most logical licensee for the television operation was School District 81, the largest single educational entity in the area, with all other educational institutions and other facets of the community supporting School District 81 in its operation of the station. In the enthusiasm of having an operation like that for the people's benefit, one would not fault that line of reasoning at the time; however, in retrospect, it is no secret that the support from other institutions did not materialize as anticipated.

However, School District 81 continued to operate and develop the station into what is now a full-time public television station operating 365 days a year with a full schedule of diversified programs to many different segments of its service area. It is transmitted from a 5,000-foot elevation transmittal site and maximum power allowed by the Federal Communications Commission. It can reach and serve Northeastern

(more)

Oregon to the south; into British Columbia and the Province of Alberta to the north; Chelan, Cashmere and Leavenworth to the west; and east to Missoula, Montana. The radiation pattern of Channel 7 has the greatest geographic coverage of any of the public stations in the Pacific Northwest. Considering the sparceness of population and the need to provide public television to all citizens possible, it is in the right place and and operated under the right premise.

COMMUNITY SUPPORT

Along with many other stations in the United States, KSPS-TV began in 1972, to solicit funds from viewers to assist in paying operating costs. From 1967 to 1972 100 percent of the operating costs were borne by School District 81, with some assistance from school districts using the instructional service offered during the day during the school year. Community support has grown dramatically, with approximately \$7,500 in 1972 and \$250,000 in 1979 contributed by individuals and from foundations. As a result, we feel that at least a portion of the broad base needed for support of this station has been established through community support, and from individuals and foundations around Eastern Washington, Northern Idaho, Western Montana, Northeastern Oregon and Canada.

A listing of communities which have made contributions in the past 12 months is attached to verify and justify that Channel 7 is indeed a full-time regional television station covering a greater share of Eastern Washington.

Given that coverage pattern and potential--and given the general mandate of public broadcasting to serve all the people within range with an assortment of instructional, educational and public information services--it becomes more realistic from both economic and fairness viewpoints to assume that the entire Eastern Washington area should support the station on a more equitable base.

COOPERATIVE EFFORTS

Under the direction of the Board of Directors of School District 81 and Superintendent Walter Hitchcock, Channel 7 has listened carefully to the pleadings of two successive Washington governors to share facilities and cooperate in every way with the personnel of other educational institutions for the best possible use of every tax dollar used in the state. In reports issued March 3, 1976, the Council on Postsecondary Education made a number of similar recommendations dealing with the cooperative efforts between higher education institutions. Among those recommendations was the encouragement for both private and public colleges and universities to explore ways to consolidate their learning resources, exchange ideas, improve communications, and more effectively deliver education to the citizens of Spokane and the surrounding area.

During the fall of 1976, Dr. Hitchcock and Dr. Max Snyder, president of Washington Community College District 17, met to discuss common concerns. The subject of KSPS-TV and its future also became part of the exploratory meeting, along with advance placement of students, use of facilities, etc. Soon after, Eastern Washington University also expressed an interest in the project and joined in the discussions. To that end, the staff of Channel 7 has cooperated with these institutions to develop a telecommunications center in Spokane that is second to none in the nation.

The development of a consortium provides the necessary step to realize the full potential of electronic media for the full service of K-12 postsecondary and adult education programs, as well as public affairs, in cultural events and a superb schedule of children's programs (e.g., Sesame Street). The initial telecommunications proposal was submitted in June 1977 for comment and critique to the offices of the three chief executives of the institutions mentioned. An outline of phases, budget, and a timetable for implementation of the three broadcasting delivery systems (cable, public television and radio) have been prepared for discussion purposes.

The benefits of the merger are to:

1. Increase public broadcasting capabilities under a consolidated telecommunications center, avoiding expensive duplication and proliferation of services and delivery systems
2. Expand instructional television (ITV) programming at all levels, using a spirit of mutual cooperation rather than competition
3. Utilize broadcast operations more effectively, sharing resources and staff for inservice, education and educational outreach
4. Assess and meet the needs of the community through public affairs and cultural programming
5. Broaden the financial base and responsibility for the delivery of K-12 ITV, adult education and postsecondary ITV
6. Provide additional hands-on experience for broadcast and journalism students
7. Consolidate the technical facilities and coordinate multiple use of equipment, thus insuring non-duplicative and unnecessary expenditures for equipment

FINANCIAL SUPPORT

The flaw in this arrangement has always been present. It is that the two institutions of higher education--Community College District 17 and EWU--have not had a specific way to participate in sharing the financial burden that has been resting squarely on School District 81 since 1967.

Using last year's (September through August, 1979) audited and reported expenses, the major sources of revenue to meet the operating expenses of Channel 7 were:

(more)

Corporation for Public Broadcasting (federal funds), \$255,245; Friends of 7 (contributions), \$283,610; School District 81 or institutional support, \$826,741.

These are operating costs only and do not include capital expenditures. Recent new basic education laws and accompanying levy-lid laws will have serious impact on School District 81's ability to continue with anywhere near the level of support--and well it should not. The two college presidents, Snyder and Fredrickson, along with their respective staff members have continued to meet with Hitchcock in search of ways to solve the problem to maintain this well developed facility.

I. Definition of Telecommunication

The term telecommunication encompasses the operation of television and radio stations, translators, cable communication, closed circuit, ITV fixed services, video tape and disc distribution systems, data transmission and all other electronic distribution systems as maybe developed in the future.

II. Partners

Eastern Washington University, Washington Community College District 17,
Spokane School District #81

III. History Highlights

Fall, 1976	Discussion Initiated Dr. Max Snyder Dr. Walter Hitchcock
September 20, 1977	Board Meeting Information Report
October 13, 1977	Joint Institutional Dinner Workshop with Boards of Trustees of three public institutions
November 16, 1977	District 17 Board - Endorsed project
Febraury 1, 1980	Luncheon with Boards for progress report

IV. Advantages of three-way partnership

- A. Increase revenues of state/federal/private contributions
- B. Opportunity to avoid competing for same limited pool of funds
- C. Bring a broader quality service through combined resources
- D. Continuum of training opportunities for students while maintaining uniqueness of instructional thrusts
- E. Begin to look at new telecommunication developments from a unified community standpoint
- F. Tangible demonstration to the public and elected representatives that we can cooperate and form useful educational consortia.

V. Status of Project

- A. Endorsement statement
Dr. Frank B. Brouillet, State Superintendent of Public Instruction
Dr. John N. Terrey, Director, State Board for Community College Education
- B. Exploring joint operation of a single radio frequency
- C. Applied for second phase of Telecommunication Demonstration project funds to interconnect the participating institutions--private/public--with microwave and cable system (Phase I has allowed Spokane CABLE Consortium to become the most highly developed in the country, using seven channels on Cox Cable for community educational purposes - Channel 5, government; Channel 12, medical; and Channel 15 - 19, educational.)
- D. Received the initial draft of the Corporation Agreement from the Attorney General
- E. Developing legislative strategy

VI. Next Steps

- A. Adopt Resolution (Boards of Trustees)
- B. Contact Eastern Washington legislators for briefing
- C. Prepare and sign legal agreement

ESTIMATED COSTS OF TELECOMMUNICATIONS CENTER
For typical operational year (based on 1980 dollars)
Prepared by Walt Schaar

1. Television

Sources of revenue: (approximate figures)

Spokane School District 81	\$250,000
Eastern Washington University	250,000
Washington Community College District 17	250,000
Contributors	250,000
Community Service Grant	<u>300,000</u>

\$1,300,000

Estimated expenditure of the \$750,000 from the three institutions:

Direct costs	\$600,000
Indirect/support costs	150,000

2. Cable (includes only those costs not covered in #1)

Sources of revenue:

Spokane School District 81	\$ 45,000
Eastern Washington University	45,000
Washington Community College District 17	45,000
Other users at hourly rate	<u>15,000</u>

\$150,000

Estimated expenditures:

Purchased programs	\$ 50,000
Labor for cable origination center (Channel 7)	90,000
Miscellaneous maintenance and parts, etc.	<u>10,000</u>

\$150,000

3. Radio (includes only those costs not covered in #1)

It is apparent that if the current level of personnel, building space, facilities and equipment of the three institutions are maintained in the present operations (KSPS-TV, KEWC-FM, KSFC-FM), there would be little if any additional operating costs.

(over)

RATIONALE

The \$1,300,000 figure represents costs of basic operation plus very minimal local production of both public and instructional television (ITV) for Channel 7 and cable.

One of the first steps of the interagency agreement or new corporation will be to move the expenditures of EWU and District 17 already being made in television production through the new agency, thus creating a larger Community Service Grant two years hence. In turn, this would reduce the costs to the institutions or state by a similar margin.

The same will hold true with the combined expenditures of EWU and District 17 for the radio area in the event that station became qualified and eligible for Corporation for Public Broadcasting funds. However, that is a separate issue.

In the case of television, all present operational costs of both Channel 7, the cable operation and production, maintenance and acquisition costs of all three institutions can be used to increase the Community Service Grant.

Memo



To: H. George Frederickson, President, Eastern Washington University
From: William Barr, Chairman, Business Affairs Council *WEB*
Date: February 20, 1980
Subject: W. B. "Red" Reese Court Petition

The Business Affairs Council recommends to the President that the Board of Trustees be asked to designate the basketball portion of the Special Events Pavilion the W. B. "Red" Reese Court.

This Recommendation was approved by a vote of the Business Affairs Council at its regular meeting on January 31, 1980. This vote endorsed the recommendation of the Campus Planning Committee made at its regular meeting on January 14, 1980.

The petition which was presented to the Campus Planning Committee reads as follows:

- Whereas: Mr. Reese was a public school teacher and coach in Washington public schools from 1925 to 1929;
- Whereas: Mr. Reese was an extremely successful coach and athletic director at Eastern from 1930 to 1964 except for military service duty from 1942 to 1945;
- Whereas: Mr. Reese was instrumental nationally in the development of the NAIA. He was a board member for twelve years and president of the organization from 1952 to 1953;
- Whereas: Many of Mr. Reese's former athletes became successful coaches, teachers, and administrators in Washington's public schools and successful businessmen in our communities and;
- Whereas: Mr. Reese organized the Scarlet Arrow, a men's service honorary at Eastern in 1933 and;
- Whereas: Mr. Reese has been honored locally and nationally for his contributions to athletics and coaching;

The undersigned petition Eastern Washington University, the Faculty Committees, Administration, and Board of Trustees to name the court in the Eastern Washington University Performing Arts Pavilion (i.e., the Special Events Pavilion) The W. B. "Red" Reese Court.

The petition accompanies this memorandum.

W. B. "Red" Reese Court Petition (continued)

The action of the Campus Planning Committee regarding the petition was two-fold. First, a sub-committee checked the validity of the names on the petition. Petitioners were identified; some were contacted and the request discussed. It was established thereby that the petition represented a community of support for the naming of the basketball court in honor of Mr. Reese. Second, after hearing the report of the sub-committee, the Campus Planning Committee endorsed the petition and transmitted it to the Business Affairs Council.

This action is consistent with earlier actions taken in which portions of the physical education and athletic complex have been named for individuals. An example is the Antoinette Dustin Dance Studio.

Although Mr. Reese became the focus of a school-wide controversy in 1953, the consensus of the Campus Planning Committee supporting the petition, in which the Business Affairs Council concurred, was that sufficient time has passed for the controversy to diminish, and that it is now reasonable and proper for the University to take this action. The petition represents an expression of sentiment in favor of the naming; a sentiment which now prompts the question as to why the school has not already done so.

In view of his record of service to the school, and to education and athletics in general, the Business Affairs Council firmly endorses the petition which requests that the basketball court in the Special Events Pavilion be designated The W. B. "Red" Reese Court.

enclosure: 1

copies: Glen Fuglsby, Chairman, Academic Senate
Patrick Whitehill, HPERA Department

The Proposed
Institute of Technology
of
Eastern Washington University

Attachment III. C. 3.
February 28, 1980

Technical education for the citizens of the State of Washington has been an active concern for some Eastern faculty and staff since the 1960's (Boyd Mills and the Community College Advisory Panel). The state legislature has expressed similar concern since the early 1970's (SR 71-108, HR 72-89, Joint Committee on Higher Education - January 1973, SR 79-97, among others). The Council for Postsecondary Education was given the coordinating responsibility for technical programs during that same period. Eastern's own Department of Industrial Education and Technology has been responsive to the needs of the region insofar as their resources have allowed. The establishment of the regional universities in 1977 gave to Eastern the role of overseeing the delivery of baccalaureate-level occupational degree programs: that role is entirely in line with the University's own 1974 statement of mission and goals.

Eastern has responded to the question of technical programs in several ways. As mentioned above, the Department of Industrial Education and Technology made a number of adjustments to its priorities to address the need. Boyd Mills spearheaded analysis of the problem and shortly before his death in 1972 was directed by Emerson Shuck to start the wheels in motion for the establishment of an Institute of Technology: even U.A.C. was involved in related discussions during that era. During the early 1960's, the General Studies (Category B) program was established to accelerate the progress of those in the trades and crafts toward the bachelor's degree.

In 1969, the Senate/Council structure established the Interdisciplinary Degree format. In 1973, an ad hoc committee report on Special Studies encouraged the development of nontraditional programs (approved by U.A.C.). A 1974 statement by U.A.C. encouraged an evaluation of established and potential programs in career education. In 1975, U.A.C. called for the innovative use of General Studies and Interdisciplinary Degree programs to meet regional needs.

During 1978, U.A.C. studied the condition of the General Studies and Interdisciplinary Degree programs and passed a series of policy statements placing those individualized degree programs on a firm footing. (The Senate concurred by its own passage.) The policy statements passed by U.A.C. and the Senate actually spoke to issues beyond the Individualized Degree programs, establishing the present credit through evaluation mechanism and framework for the internship/field experience program.

The 1977-78 biennium saw renewed activity on the part of an ad hoc committee to rethink the concept of an Institute of Technology. The overlap of the ad hoc committee's positive stance and the U.A.C. attitude toward the policy statements above led to the decision to try a very simple innovation: "Institutionalize" some Interdisciplinary Degree programs which are technological in nature. The plan: have a trial run in order to examine the region's response to, and need for, Technological Degree programs. Shortly after the decision to move ahead, SR 79-97 was announced. During the Summer of 1979,

a C.P.E. representative praised Eastern's "move ahead." (In fact, Eastern's definition of "technological programs" was seen as being much broader than SR 79-97 and as being a responsible move.)

The bringing together of such programs into an Institute of Technology removes the obscurity from their designation as Inter-disciplinary Degree programs and allows articulation with the technical offerings of the community colleges. Community college representatives were informed as the process moved along and voiced approval for Eastern's direction. The Institute will show off Eastern's capacity for services that truly meets regional needs. The Institute will be considered a resource for attracting technology-dependent industry to the region. Formalization of the Institute will demonstrate Eastern's meeting its legislatively mandated roles. The Institute will hallmark the University's delivery of upgraded adult education programs to the experienced, employed, part-time adult student.

The Institute's primary academic goals are to stimulate and coordinate Eastern's resources for the benefit of the region. The Institute is designed to be compatible with the rest of the academic structure, acting as a broker for departmental services. The unit will undertake a facilitator role to help departments meet and carry out University policies and procedures. The Institute will prove useful in dealing with C.P.E. recommendations as they develop.

The various programs to be administered through the Institute are similar in nature/philosophy and are designed for the mature adult described earlier. Each program (with the exception of Occupational Safety and Health) requires a technical background (by training or verifiable through evaluation), builds a 60-credit major, and utilizes an internship or special project. While the Institute is not conceived as a college, school, or department, a half-time director will be needed in order to perform the coordinating/brokering/monitoring roles. Some support will be required: whether a special allocation needs to be made at once is dependent on the availability of the Institute of support from Continuing Education. No budget or faculty reallocation will be made from any academic program. That is the short run picture.

Should regional demand grow dramatically and should long-range planning indicate an expanding role for the Institute, its structure and charge should be the subject of sound academic planning. The Institute will bring to the fore Eastern's efforts to deliver meaningful and timely adult education.

November 1979

Memo



To: Business Affairs Council

From: Donald R. Horner, Associate Provost for Continuing Education

Date: February 11, 1980

Subject: Guidelines for Budget Projections - Institute of Technological Studies

The Problem's Cause

Confusion about budget considerations for the Institute of Technological Studies has an identifiable source. The establishment of the Institute carries a price tag of one half-time director as outlined to the Committee. The Senate has erroneously assigned the cost of the four interdisciplinary programs to the establishment of the Institute.

The departments cooperating in the four interdisciplinary programs chose to participate within their existing funding structure.

The cost of covering those programs will accrue regardless of the status of the Institute. Other departmental prerogatives to enter interdisciplinary activity will continue to exist regardless of the status of the Institute.

The Operational Fact

Certainly instructional programs cost instructional dollars. Those instructional costs are independent, however, of the status of the Institute of Technological Studies and are the managerial responsibility of the Provost, the Deans, and the participating departments.

Budget Background

The figures given later examine 1979-80 costs as separated into the two categories of administration and instruction. A similar format is used to project 1980-81 costs: the instructional costs for 1980-81 are projected at a much higher per credit rate than actually realized in 1979-80 so as to indicate a "worst case" situation. The directorship is costed in terms of instructional replacement.

Physical and Support Requirements

It is assumed that each faculty member has an office and that no additional space is needed on campus. Spokane office space will likely be assigned at

Eastern's facilities. Instructional space will be made available on a course-by-course basis as for all classes. Secretarial support will be minimal and is assumed to be offered on a contributed basis. The major goods and services costs will be for advertising and will be contributed by Continuing Education.

The Director

The Directorship will be a half-time position for eleven months. Appointment will be for one year and will be renewable. Appointment will be made by the Provost for Academic Affairs upon the recommendation by an ad hoc committee. The salary is to be determined by the same process as department chair salaries.

The chief responsibilities of the Director are to:

1. promote the technological programs,
2. promote visibility in the community,
3. coordinate course offerings,
4. channel students to advisors,
5. build further technological programs,
6. help locate adjunct faculty as needed,
7. work with departments and the Undergraduate Affairs Council on curricular matters,
8. act as liaison with community colleges, business, and industry, and
9. evaluate the technological programs.

DRH:st

Institute of Technological Studies

1979-80

Director: contributed	\$ 0
Faculty: none	0
(Secretarial) Support: contributed	0
Student Help: none	0
Goods & Services: Less than	100
Program Development	
Brochures: 4 @ \$150	600
Travel: Local only	0
Total Direct Costs	\$ 700

1980-81

Director: replacement costs for 23 credits @ \$350	\$8,050
Faculty: none	0
(Secretarial) Support: contributed, 1/10 time	0
Student Help: none	0
Goods & Services	300
Program Development	
Brochures: 6 @ \$150	900
Travel: Local only	0
Total Direct Costs	\$9,250

Interdisciplinary Program Instructional Costs

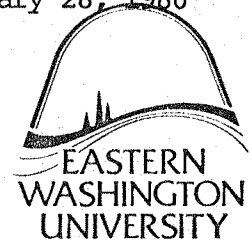
1979-80

Fall '79 parttime/overload for 9 credits	\$ 1,980
Winter '80 parttime/overload for 9 credits	2,360
Spring '80 parttime/overload for 9 credits	1,980
Total Instructional Costs	\$ 6,320

1980-81

Fall '80 parttime/overload for 11 credits @ \$300	\$ 3,300
Winter '81 parttime/overload for 16 credits @ \$300	4,800
Spring '81 parttime/overload for 12 credits @ \$300	3,600
Total Instructional Costs	\$11,700

Memo



To: Fred Johns
From: R.L. Graham *RLG*
Date: February 14, 1980
Subject: Contractors Minority Employment Report for the Board of Trustees

Attached is the January contractor's report. No other contractors have requested payment, therefore no reports are included for the:

Tennis Court
Pavilion Parking
Cheney Hall Roofing

A letter from Adkison Leigh Sims Cuppage is attached indicating their present commitment to the affirmative action program. This is in response to our query.

The last information item is the letter that has been sent to architects and engineers requesting proposals for performing design work on 12 projects from the capital budget. I feel this is important for the Board to be aware of the actions I am taking to promulgate their policies.

RLG:dic

attachments

Eastern Washington University
Physical Plant Department
Robert Graham, Director

CONTRACTOR'S EMPLOYMENT REPORT
MONTH OF JANUARY 1980

CONTRACTOR	Total Workers		Minority Workers (Included in Total)				
	Men	Women	Black	Asian American	Native American	Spanish Surname	% of Total
H.G. Halvorson, Inc. General Contractor, Aquatics							
A. At First Billing (9/79)	96	6	0	1	1	3	5
B. Current Month	83	6	0	2	1	0	3
Aztech Electric, Inc. Electrical Contractor, Aquatics							
A. At First Billing (10/79)	75	4	0	0	2	0	3
B. Current Month	53	5	0	0	1	0	2
Warren, Little & Lund, Inc. Mechanical Contractor, Aquatics							
A. At First Billing (10/79)	142	10	3	3	2	3	7
B. Current Month	123	10	3	2	1	1	5
ALSC Architects, Aquatics							
A. At First Billing (10/79)	14	4	0	0	0	0	0
B. Current Month	14	3	0	0	0	0	0

January 18, 1980

Adkison Leigh Sims Cuppage
Architects P. S.

Board of Regents
c/o The President's Office
Eastern Washington University
Cheney, WA 99004

ATTN: H. George Frederickson, President

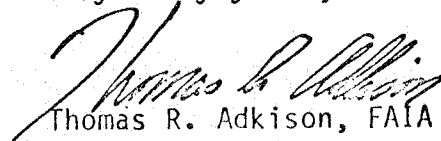
Gentlemen:

We have reviewed our Hiring Practices Statement previously submitted. We wish to report positive remedial procedures are proposed in this regard and strong steps are being taken to improve our position.

We are in contact with EEO representatives at state and local levels who are familiar with objectives sought. I will expect to be able to report concretely to you within the next 30 days the plans and actions that are undertaken. I will, in the meantime, be pleased to give you an interim report if you so desire.

Sirs - I assure you this firm stands committed to the principles involved regarding affirmative action. We do expect to take advantage of this occurrence and comply with your requests implicitly.

Very truly yours,


Thomas R. Adkison, FAIA

cc: Jon J. Danielson, AIA

Dear

Thank you for your response to our advertisement. We have received your letter and have enclosed a short description of each job you expressed interest in.

We now invite you to submit a Formal Proposal to perform the described work. Your Proposal should include: (1) Descriptions of past work establishing your expertise in this type of work; (2) References and referrals from past and present clients with whom you have contracted for similar work; (3) A listing of associates and/or consultants that you may employ during the work; and (4) A statement defining your efforts toward Affirmative Action.

Eastern Washington University strives to meet the requirements of Governor Dixy Lee Ray's Executive Order No. 781 in all contractual relationships. The Executive Order requires State agencies to work toward a minority employment record representative of the overall minority population. This population is presently at 7%, and so, your statement of Affirmative Action should reflect your plans to meet and maintain the 7% goal.

Selections will be based on the following:

1. a. The Firm's past history of minority employment (enclosed Yearly Employment Record and Present Total Manpower Report Forms);
b. The Firm's statement of policy and future efforts for Affirmative Action.
2. a. The Firm's past history of similar work;
b. References from previous clients for whom the Firm did similar work.
3. Consultants and Associates hired to assist in the work:
a. The Affirmative Action program of the consultants and associates;
b. The references of the consultants and associates.
4. Size of the Firm and location of the Home Office (reference is made here as to the ability of the Firm to work closely with the representatives of the University).

Only those Firms with a past record of minority employment, or a continued effort for Affirmative Action will be considered for selection.

Each Proposal will be evaluated per the attached forms on a point basis individually by the members of the Selection Committee. The scores will be tallied, and the top three scoring Firms will be interviewed. The final selection will then be based on the Proposal and Interview.

If you plan to submit a proposal on more than one job, you must submit a separate proposal for each.

Proposals should be sent to:

Eastern Washington University
Attn: Steven W. Bloom
Engineering Services
Physical Plant
Cheney, Washington 99004

Please mark envelope: Project Proposal Enclosed.

No proposals will be accepted after March 3, 1980. Multiple proposals can be mailed together, but should be separated by cover letters and identified by job title.

For further information or on-site inspection, feel free to visit Steve at the above address. You may also contact him by phone at 509-359-2245.

Again, thank you for your interest, and your upcoming proposal.

Sincerely,

Robert L. Graham, P.E.
Director, Physical Plant

Enclosures:

Project Descriptions
Present Total Manpower Report
Yearly Employment Record
Sample Interview Evaluation Form

b:cal

CHEMICAL STORAGE ADDITIONS

This project provides for a minimal building for minimum heated storage of flammable and chemical materials used at the Rozell Heating Plant Building. \$40,000.

ELEVATOR ADDITIONS (SENIOR HALL AND PE CLASSROOM BUILDING) HANDICAPPED IMPROVEMENTS

This work provides for handicap access to instructional areas above ground floor elevations. The two buildings listed above require additional and/or improved access due to present usage and location. \$200,000.

PUB ADDITION

This work provides for a 27,000 gross square feet addition to Pence Union Building. The addition shall house bowling lanes, a games room, a theatre, snack bar, and the University Bookstore. \$2,000,000.

TAWANKA REMODEL

The present food service facility is designed for expansion via enclosure of the 1st floor wing areas. The design will include banquet rooms, lounge areas, storage and a small prep and clean-up kitchen area. \$190,000.

TUNNEL EGRESS STRUCTURES

The tunnel system constructed prior to 1978 was designed to meet the needs and provide reasonable access from ground level. A recent WISHA inspection revealed non-compliance with the general aspects of personnel egress from closed work spaces. This work provides for the construction of walk out egress from the tunnel system. The WISHA office in Spokane has worked with the University Physical Plant Department in preparing a plan for location of egresses. It has cited the University with the understanding that this project would be placed in the 79-81 budget request. \$195,000.

COAL PLANT STUDY

This study has been recommended by the DOE as an alternative to using oil or gas as the primary energy source. The present steam production is 100% oil/gas energy dependent. The study should include designs for a new plant and location vs. revisions to the existing plant. Cogeneration of electricity should be included in the design to increase the area electrical supply and make the University more self sufficient. \$25,000.

NEW WELL AND RESERVOIR STUDY

With increased use of water for irrigation and other burdens on the City of Cheney systems, a feasibility study for a new well and reservoir is needed. Presently, the campus has no reservoir and depends on city storage for this capacity. The existing well pumps cannot provide for all campus instantaneous requirements or irrigation requirements. \$5,000.

RENOVATE HVAC SYSTEM ANDERSON HALL

Anderson Hall is a housing facility. The existing building system was constructed in 1951 and is in need of a life cycle replacement. The systems have been repaired, maintained, and patched, but a complete replacement is in order to assure that the building can operate as required. The new system should include forced air ventilation and renovation and/or replacement of the hot water radiators. \$100,000.

RENOVATE HVAC SYSTEM SHOWALTER

This project provides for the life cycle replacement of the existing HVAC system within the building. The existing system is inadequate to provide for the needs of the building occupants. The building was originally constructed for classroom use and is now being intensively used as an administrative area which also includes a word processing center, copy center, general accounting, student registration, with some former open areas being converted for office use and reducing the effectiveness of the ventilating/heating system. The existing equipment is that which was originally installed and cannot be upgraded to provide for new requirements. \$150,000.

RENOVATE HVAC SYSTEM TAWANKA

Tawanka is a food service facility. This work consists of removal of the existing air handlers and installation of new air handlers and ductwork to separate the kitchen - prep meal ventilation from the dining and lounge area heating and cooling systems. The new systems shall serve the entire building and also have the capacity required to serve the planned new addition. \$300,000.

ROTC FIRE ALARM, FUNNEL PIPING INSULATION AND CENTRAL CONTROL AIR SYSTEM

A. ROTC FIRE ALARM

The ROTC building presently has no fire alarm system as is now required by the State Fire Marshall's Office. This work would provide for a total fire alarm system throughout the building, with pull stations, horns, sensors and all other items required to protect the building and bring it up to code. \$30,000.

B. TUNNEL PIPING INSULATION

It is proposed to reinsulate approximately 10,000 feet of existing steam and condensate lines in the tunnel system by adding two inches of insulation, using TIMA formulas for the most economical insulation level. \$100,000.

C. CENTRAL CONTROL AIR SYSTEM

This work provides for installation of compressed air equipment in Rozell boiler plant and installation of piping in the tunnel system to the buildings on campus, utilizing pneumatic controls for heating/ventilating systems. This will eliminate the need for operating and maintaining approximately 45 separate small compressors throughout the campus. \$55,000.

KENNEDY/ARTS MALL

This work provides for beautification and construction of the outer area between Kennedy Library and the Fine Arts complex. This area now has a road through it, and was formerly the track and field area. One portion is wet all year due to sub-surface water from adjacent hills. The work would create an outdoor area useable for performances and student meetings as well as an area conducive to student peace of mind. \$50,000.

PRESENT TOTAL MANPOWER REPORT

FIRM _____ PROJECT _____

REPORTING DATE USED _____

EEOC JOB CLASSIFICATION	TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS				
	MEN	WOMEN	NEGRO	ORIENT.	AMER. IND.	SPAN	OTHER
1) Officials and Managers							
2) Architects							
3) Engineers							
4) Designers							
5) Drafting Personnel							
6) Technicians							
7) Field Representatives							
8) Office and Clerical							
9)							
10)							
11)							
12)							
TOTAL							

Signature of Reporting Official

Title of Reporting Official

INSTRUCTIONS: A completed Total Manpower Report shall be submitted as a part of the proposal. The total employment shall be reported for a designated day during a period that does not exceed two (2) calendar weeks prior to the formal published date for return of the Proposals. The date of the designated day used in reporting this total employment shall be reported on the line headed "Reporting Date Used."

YEARLY EMPLOYMENT REPORT

FIRM _____ DATE SUBMITTED _____

SIGNATURE OF REPORTING OFFICIAL _____ TITLE _____

[illegible]

INSTRUCTIONS: A Yearly Employment Report shall be submitted with the Proposal. The reporting period shall include twelve consecutive months ending with the current month. The report shall include each individual who was on the payroll during the month.

SAMPLE

INTERVIEW EVALUATION FORM

Project _____

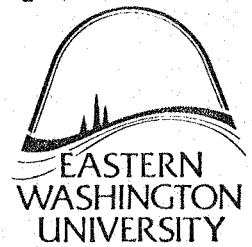
Applicant _____

		Score
1.	Administrative Organization: rate 1 to 10	_____
	-Principal in charge of project	
	-Principal involvement in phases of services	
	-Coordination of consultants	
	-Production techniques assuring accurate and complete documents	
2.	Special qualifications for this project: rate 1 to 15	_____
	-Similar projects completed or in progress	
	-In house experience	
	-Consultant experience	
3.	Concept of professional services from schematic planning through construction and warranty phases: rate 1 to 15	_____
	-Continuity of client relationship	
	-Attention to needs of project	
	-Lead role with respect to consultant services	
	-Schedule of visits during planning and construction	
	-Maintaining schedule	
4.	Approach to design of this project: rate 1 to 10	_____
	-Philosophy	
	-Resources	
	-Attitude toward client's input	
5.	Cost control of project: rate 1 to 10	_____
	-References	
	-Experience	
	-Techniques for assuring responsible cost estimates	
6.	Involvement with concerns for energy conservation: rate 1 to 10	_____
	-Life cycle cost analysis	
	-Innovative design solutions	
	-Results	
7.	Demonstrated design capability: rate 1 to 10	_____
	-Quality of work	
	-Examples	

TOTAL (possible 80) _____

Interviewer _____ Date _____

THIS IS A SAMPLE OF THE FORM THAT WILL BE USED IN THE INTERVIEW,
NEED NOT BE RETURNED!



Memo

To: Fred S. Johns
From: Robert L. Graham *RLG*
Date: February 21, 1980
Subject: Contracts Under \$17,500

No contracts were awarded in January for under \$17,500.

RLG:dic

STAFFING RECORD

Attachment IV. B. 2.
February 28, 1980

As of January 31, 1980

	Jan. 31 1978	Feb. 28 1978	Mar. 31 1979	Apr. 30 1979	May 31 1979	June 30 1979	July 31 1979	Aug 31 1979	Sep. 30 1979	Oct. 31 1979	Nov. 30 1979	Dec. 31 1979	Jan. 31 1980
<u>Faculty:</u>													
Teaching	326.7	326.7	326.7	329.4	329.4	151.7	147.0	12.8	334.7	336.5	337.0	337.3	339.6
Non-Teaching	93.4	93.4	89.1	89.3	89.3	50.7	52.7	35.0	74.9	76.6	78.0	78.8	83.1
Total	420.1	420.1	415.8	418.7	418.7	202.4	199.7	47.8	409.6	413.1	415.0	416.1	422.7
<u>Exempt:</u>													
State Funded	66.5	66.5	67.5	66.5	67.5	64.0	65.0	65.5	69.5	74.5	74.5	73.5	75.7
Grants & CETA	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	5.0	4.0	6.0	6.0	6.0
Total	73.5	73.5	74.5	73.5	74.5	71.0	72.0	72.5	74.5	78.5	80.5	79.5	81.7
<u>Civil Service:</u>													
State Funded	341.3	344.6	349.0	346.7	343.9	347.6	348.4	339.7	318.0	348.2	351.1	352.2	356.1
Auxiliary Ent.	41.9	43.6	45.2	47.9	47.0	43.6	42.9	41.4	39.2	40.1	41.3	43.8	44.9
Grants & Cont.	15.9	14.3	14.4	15.0	13.8	13.8	13.3	14.3	15.6	15.2	14.1	15.6	15.9
CETA	8.0	7.8	7.5	7.6	7.4	7.4	4.0	4.0	--	--	--	--	--
Revolving Fund	40.4	41.9	42.2	42.4	42.4	42.4	45.5	49.3	41.5	48.9	49.9	51.7	50.7
Total	447.5	452.2	458.3	459.6	454.5	454.8	454.1	448.7	414.3	452.4	456.7	463.3	467.6
<u>Part-Time*:</u>													
Student	153.4	207.2	176.1	172.8	196.8	163.2	198.4	188.3	137.1	173.2	196.5	192.9	126.5
Non-Student	30.7	33.4	35.0	40.8	34.9	50.9	98.1	105.7	57.6	60.3	56.0	52.3	48.3
Work Study	38.0	74.2	59.8	71.3	84.7	38.3	18.9	16.0	1.6	79.1	98.5	61.0	37.9
Total	222.1	314.8	270.9	284.9	316.4	252.4	315.4	310.0	196.3	312.6	351.0	306.2	212.7
GRAND TOTAL	1163.2	1260.6	1219.5	1236.7	1264.1	980.6	1041.2	879.0	1094.7	1241.1	1303.2	1265.1	1184.7

*Part-time numbers are not defined in the same manner as all the others, therefore, they are not strictly additive.

Memo



To: H. George Frederickson, President

From: Russ Hartman, Director of Planning & Budgeting Services & Business Manager *RH*

Date: February 22, 1980

Subject: Management Reporting System

One of the recommendations of the Arthur Anderson Report was that we organize our management reporting system to provide better information to you, your executive staff, and the Board of Trustees. The attached pages represent a first step response to that recommendation.

This system consists of two major components---a status report for each of the academic quarters and a series of annual reports which concentrate on particular aspects of University operations. The quarterly reports will be presented about the second month of each academic quarter. The annual reports will be spaced over the year in accordance with the attached schedule. The information elements of the system may be changed or expanded at your discretion.

RAH/kh

EASTERN WASHINGTON UNIVERSITY

QUARTERLY REPORT, Winter 19 80

	Winter '80 Quarter	Winter '79 Quarter	% Change
A. STUDENT AND ENROLLMENT INFORMATION			
1. Contract Enrollment - Average Annual FTE 6475	-	-	-
2. FTE Enrollment Required this Quarter to Meet Contract	6333	6394	- 1.0
3. Actual FTE Enrollment	6788	6410	+ 5.9
4. Actual Headcount Enrollment	7763	7212	+ 7.6
By Class Level: Freshman	1660	1536	+ 8.1
Sophomore	1170	1053	+ 11.1
Junior	1476	1430	+ 3.2
Senior	1582	1577	+ .3
Graduate	1875	1616	+ 16.1 (note)
By Sex: Male	3591	3399	+ 5.6
Female	4172	3813	+ 9.4
By Category: New Freshmen	190	55	+ 245.0
Transfer	917	223	+ 311.2
Former Student Returning	886	911	- 2.8
Continuing	5766	5396	+ 6.8
Non-Matriculated	4	627	- 99.4 (note)
By Residence: On Campus - Residence Hall	1644	1423	+ 15.5
On Campus - Apartments	62	68	- 8.9
Cheney	1587	1548	+ 2.5
Spokane	3888	3104	+ 25.3 (note)
Other	582	1069	- 45.6
5. Number of Students on Financial Aid (Annual Total)	2100	1656	+ 26.8 (note)
6. Number of Students on EWU payroll	1075	969	+ 10.9
7. Average Student Load - Credit Hours	12.77	12.95	- 1.4
8. Percentage of Students Confirmed for 1st and/or 2nd Program Choice	92 %	88%	- 2.3

COMMENTS:

1. The increase in Graduate Students is reflective of the increase in courses taught in Spokane.
2. In conforming to CPE guidelines for counting students in off campus programs, the process of identifying matriculated students was changed in the 1979-80 academic year. The large number changes in new freshmen and transfers is offset by a reduction in the non-matriculated category as we attempted to more closely identify the source of students.
3. The increase in students residence identified as Spokane and the decrease in the "other" category result from identification of the source of students. We began to collect more complete information on students formerly classified as non-matriculated which included residence data.
4. With the increase to \$25,000 in the parental income limit for financial aid, more students qualified this year over 1979 resulting in an increase in the number of students receiving aid. The figures do not include student receiving scholarships or the law enforcement program.

		Winter '80 Quarter	Winter '79 Quarter	% Change
B. ACADEMIC PROGRAM INFORMATION				
1. Student Credit Hours				
By Level:	100-200	44624	41080	+ 8.6
	300-400	48631	46949	+ 3.6
	500 & Above	5858	5414	+ 8.2
By Location:	On Campus	84741	79944	+ 6.0
	Spokane	8640	6592	+ 31.1(not)
	Other	5732	6907	- 17.0
2. Number of Classes Taught				
By Level:	100-200	381	334	- .8
	300-400	568	504	+ 12.7
	500 & Above	102	109	- 6.5
By Location:	On Campus	890	848	+ 4.1
	Spokane	116	81	+ 43.2(not)
	Other	45	68	- 33.8
3. Average Class Size		22	23	- 4.4
4. FTE Student/FTE Faculty Ratio		20:1	20:1	-
5. Average Credit Hours per FTE Faculty		278	280	- .8

COMMENTS:

1. The student credit hour increase in Spokane and decrease in the "Other" off campus category results from our attempts to adhere to CPE guidelines regarding off campus course offerings and the regionality of the institution.
2. The number of classes taught in Spokane increased and other off campus decreased for the reason given in comment one above.

C. STAFFING INFORMATION

	Positions Authorized	Positions Filled This Quarter
1. Activities Directly Supported by State Appropriations		
Formula Faculty - Regular Appointment FTE	xxx	332.1
- Part Time/Overload FTE	xxx	17.4
- Total FTE Faculty	<u>347.4</u>	<u>349.5</u>
Other Faculty	45.6	42.2
Academic Administration	10.0	10.0
General Administration	71.0	67.0
Classified Staff		
- Managerial/Supervisory	11.0	10.0
- Other	<u>385.0</u>	<u>368.0</u>
- Total	<u>396.0</u>	<u>378.0</u>
Student and Part Time Help - FTE Staff Years	xxx	133.0
2. Activities Supported by University Revenues - Headcount		
Housing and Dining System	51.0	45.0
Bookstore	11.0	8.0
Service and Activity Fees	3.0	3.0
Conference Center	11.0	10.0
Computer Services	31.0	24.0
Parking	1.0	1.0
Service Funds	27.0	26.0
University Center	3.0	3.0
Student and Part Time Help - FTE Staff Years	xxx	65.6
3. Other Activities		
Grants and Contracts - FTE Staff Years	xxx	52.3
Extension & Correspondence	xxx	.1
Student and Part Time Help - FTE Staff Years	xxx	14.2

COMMENTS:

D. 1979-80 FINANCIAL PLAN	<u>Budget</u>	<u>Actual to Date</u>	<u>Percent Received/Expended</u>
1. <u>Appropriations, Revenues and Other Additions:</u>			
State Appropriations	\$25,703,447	\$12,168,124	47.3%
General Local Revenue	495,900	168,209	33.9
Grants and Contracts	2,100,000	905,455	43.1
Services and Activities	649,337	232,669	35.8
Auxiliary Enterprises	5,157,547	2,208,205	42.8
Student Financial Aid	2,761,071	905,687	32.8
Capital Projects	<u>4,496,957</u>	<u>1,986,584</u>	<u>44.2</u>
TOTAL Revenues and Appropriations	\$41,364,259	\$18,574,933	44.9%
2. <u>Expenditures, Transfers and Other Deductions:</u>			
General Operating Budget Programs	\$26,232,447	\$12,300,592	46.9%
Grants and Contracts Programs	2,100,000	1,022,058	48.7
Services and Activities Programs	645,406	323,421	50.1
Auxiliary Enterprises	4,274,985	2,136,730	50.0
Student Financial Aid Programs	2,761,071	905,687	32.8
Capital Projects	4,735,727	2,287,426	48.3
Debt Service	<u>649,109</u>	<u>341,420</u>	<u>52.6</u>
TOTAL Expenditures	\$41,398,745	\$19,317,334	46.7%

E. STATUS OF CAPITAL IMPROVEMENTS

<u>Project Title</u>	<u>Appropriation</u>	<u>Estimated Project Cost</u>	<u>Project Expenditures To Date</u>	<u>Status</u>	<u>Project Percent Completed</u>	<u>Project Estimated Completion Date</u>	<u>Architect/ Contractor</u>
Martin Hall Remodel	3,100,000	3,100,000	0	Pre-Planning	1%	6/82	Tan/Brookie
Aquatics Building	1,765,000	1,765,000	504,000	Construction	42%	12/1/80	H. Halvorson
Handicapped Access	441,000	441,000	1,200	Plng/Design	-	Various	EMU Engineering
Minor Improvements	2,472,000						
A. Theatre Elevator		130,000	0	Bid Opng 5/1	10%	12/1/80	EMU In House
B. Tennis Courts		56,906	0	Contract Awrd	0%	6/1/80	United Paving
C. Cheney Hall Roof		48,560	0	Contract Awrd	0%	7/1/80	Krueger S/M
Pavilion Parking		220,789	0	Contract Awrd	0%	7/1/80	United Paving
PUB Addition Planning		110,000	0	Schematic	0%	Consultant Selection Process Started	

Eastern Washington University
Management Reporting System

Special Annual Report

<u>Month Due</u>	<u>Report Title</u>	<u>Description</u>	<u>Completed By:</u>
January	Financial Report	Formal University financial statement - - all funds.	Controller
	Audit Report Summary	Compiles audit results, problems, and corrective actions for the year.	Internal Auditor
February	Energy Conservation	States program objectives and reviews effectiveness.	Physical Plant
March	Retention of Students	Describes trends and current effectiveness in retaining students between quarters and years.	Provost for Acad. Affairs
	Accreditation Status	Lists current accreditations, provides notice of pending problems or reviews.	Provost for Acad. Affairs
	Staff Profile	Provide breakdown of all full time staff by category, title, age, sex, etc.	Provost for Acad. Affairs; Personnel President's Office
April	Continuing Education	States program objectives and reviews effectiveness.	Extended Program
	Alumni - Foundation	States program objectives and reviews effectiveness.	Extended Program
	Part Time Employment	Summarizes scope and impact of part-time University employment.	Placement
	Grants and Contract Activity	Summarizes scope and impact of program.	Provost for Acad. Affairs
May	Operating Budget	Two Cycles: At request to Governor and at adoption of annual budget.	Planning & Budget Services
	Academic Planning Exercise	Provides planning data for growth or change in academic departments.	Provost for Acad. Affairs
	Capital Budget	Two Cycles: At request to Governor and at adoption of annual budget.	Planning & Budget Services
	New Program Followup	Tracks status of programs started in previous 3 year period.	Planning & Budget Services

<u>Month Due</u>	<u>Report Title</u>	<u>Description</u>	<u>Completed By:</u>
June	Department Enrollment Information	Reports & analyzes enrollments by department/discipline.	Planning & Budget Services
	Graduating Class Profile	Provides statistics & background information-current & trends.	Registrar
	Legislative Review	Summarizes activity and outlines University objectives.	Planning & Budget Services
July	Cost of Attending EWU	Compares EWU student costs to other institutions. Defines pricing policies.	Controller
	Deferred Maintenance	Analyzes effectiveness of maintenance program.	Physical Plant
	Labor Relations	Summarizes collective bargaining/labor relations activity for year.	Personnel
September	CPE Unit Expenditure Study	Provides internal and interinstitutional SCH cost data by discipline/department.	Planning & Budget Services
	Admissions	States program objectives and reviews effectiveness	Admissions
	Placement	States program objectives and reviews effectiveness.	Placement
October	Special Events	List cost, attendance and impact of significant non-instructional events.	Extended Program
	Freshman Class Profile	Provides statistics & background information-current & trends.	Admissions
	Financial Aid	States program objectives and reviews effectiveness.	Financial Aid
	Affirmative Action - Minority Enrollments	States program objectives and reviews effectiveness	Personnel Registrar
November	General Demographic Information	Summarizes the "markets" which deliver EWU students.	Planning & Budget Services
	Degrees Granted	Describes current and recent historical degree production.	Planning & Budget Services
	Faculty Activity Analysis	Analyzes faculty assignments by category (teaching, research, leave, etc.)	Planning & Budget Services
	Faculty Recruitment	Describes methods, scope, objective and success of effort.	Provost for Academic Affairs
December	External Influences	Analyzes EWU interaction with other agencies and constituencies.	Extended Program

PERSONNEL ACTIONS

February 28, 1980

Attachment VI.

A. Administrative Exempt

1. Appointments

Esparza, Ysidro, Chicano Education Counselor, effective Feb. 11 to June 30, 1980 (temporary). Salary: \$1,138 per month.

Hiller, Karen, Administrative Secretary - Planning and Budgeting Services, effective Feb. 1, 1980. Salary: \$13,350 annual.

B. Academic

1. Faculty Appointment

O'Donnell, Jack E., Visiting Instructor in Management, full time, Winter and Spring Quarters of academic year 1979-80; term appointment. Salary: \$7,993.80.
(B.A., EWU; M.B.A., Gonzaga U. Previous experience: Tax Accountant and Trust Administrator, Old National Bank, Spokane, May 1972 to May 1978)

2. Sick Leave (with pay)

Patton, Nancy L., Assistant Professor of English; from Jan. 11, 1980, through end of Winter Quarter, 1980.

3. Emeritus Rank

Boyd, Richard M. (1964), Professor Emeritus of Spanish; effective March 21, 1980.

4. Change of Status

Snyder, Russell A., Professor of Economics; appointment as Director of the Labor Studies Program for Winter and Spring Quarters of academic year 1979-80.

5. Retention of Non-Tenured Faculty for 1980-81

First-year faculty on probationary contract:

Balderrama, Justino, Associate Professor of Social Work (1979)
Cates, Rita Takahashi, Assistant Professor of Social Work (1979)
Chapman, Gordon L., Associate Professor of Accounting (1979)